



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY17-02		
Business Title: Attorney	State Classification: Attorney V	
Salary Group: B27	Salary: (\$6,363.00 - \$10,761.42)/ Month	Hours/Week: 8:00 am – 5:00 pm M-F
Location: 1711 San Jacinto Blvd. Austin, TX 78701		
Posting Date: 09/02/2016	FLSA Status: Exempt	Hours: 40
Closing Date: 09/16/2016	Shift Differential: n/a	Openings: 1
Division: Planning & Real Estate Management		Program: Planning & Real Estate Management

*Must be able to work flexible hours during a legislative session and as needed.

JOB SUMMARY:

Prepares and performs advanced (senior – level) lease agreements, real estate research, planning and development work. Advises the division Deputy Executive Director on critical issues related to the agency's leases, real estate master planning and real property development initiatives; including complex lease agreements, land and right-of-way acquisitions, intergovernmental agreements, public-private partnerships, and joint development projects. Interprets and provides legal opinions on laws, regulations, and contracts. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Assists the Deputy Executive Director of Planning and Real Estate Management with issues related to the agency's real estate master planning.
- Oversees the negotiation, preparation and coordination of contracts, lease agreements, proposals, and reports.
- Renders advice on real property development issues, including land acquisition, intergovernmental agreements, public-private partnerships and joint development projects advises Deputy Executive Director and/or the Commission in a wide variety of sophisticated transactions (purchase/sale, leasing, financing, joint ventures, land use, etc.) and litigation (construction defect, zoning, title, contract disputes, etc.).
- Reviews and makes recommendations of drafts of laws, rules, and regulations affecting agency operations.
- Assists in formulating, coordinating, and establishing policies and procedures.
- Prepares and reviews various legal instruments and documents including but not limited to contracts, leases, licenses, purchases, sales, and real estate proposals.
- Keeps current in knowledge of zoning, commercial leases and sales contracts, financing and loan documentation, land acquisitions, and development.
- Works in conjunction with the General Counsel and Legal Services Division.
- Works in conjunction with other state agencies.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major coursework in business administration or a related field; and a Master degree or higher in business administration, urban or regional planning, real estate development or related degree with additional professional certification, such as advanced certification in commercial real estate or AICP certification in planning.
- Five (5) years progressively responsible experience in the following: experience representing clients in real estate transactions, acquisitions, construction financing, leases, easements, and development agreements; experience in real estate partnership contracts, transactions, land use planning, environmental remediation and related litigation; experience in commercial real estate law, including but not limited to: structuring public-private partnerships, ground leases, exclusive negotiation and master development agreements;



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experience representing clients navigating the land development process and obtaining land entitlements; and experience in ground up mixed-use development.

- J. D. degree, license to practice law and a member in good standing with the State Bar of Texas.
- Significant private practice real estate experience is a prerequisite for the position.
- Must complete supplemental questions (below) and provide writing samples.

PREFERRED QUALIFICATIONS:

- Experience in construction law preferred.
- Experience in landlord/tenant law preferred.
- Experience in the private sector as a member or associate in a law firm.
- TBLS certification preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- Considerable knowledge of real estate partnership contracts.
- Considerable knowledge of legal principles, practices, and proceedings.
- Proficient skill in presentation and negotiation.
- Proficient skill in legal research and writing clear, concise documents that demonstrate the application of legal principles to a particular issue.
- Skill in the use of personal computers and applicable programs, applications, and systems.
- Demonstrated ability to read, comprehend, and interpret contract language.
- Demonstrated ability to draft contracts and agency policies and procedures.
- Demonstrated ability to quickly produce high-quality legal documents based on sound legal reasoning.
- Demonstrated ability to handle multiple tasks.
- Demonstrated ability to meet deadlines.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Ability and experience in landlord-tenant legal issues.
- Ability and experience in business negotiations related to real estate and/or land acquisition and sale.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position functions in a standard office environment. There are no unusual dangers involved.

SUPPLEMENTAL QUESTIONS:

Please respond to the supplemental questions and email your responses and writing samples to: employment@tfc.state.tx.us. Please use additional sheets and fully answer each supplemental question. As to each supplemental question, please delete or redact any confidential or privileged matters.

Applications are considered incomplete if responses and writing samples are not received by 12:00 a.m. on the closing date.

1. Describe three significant real estate transactions that you have handled on behalf of clients including your role in each stage of the transaction.
2. Describe three significant real estate related litigation proceedings or other real estate related adversary proceedings that you have handled on behalf of clients including your role in each stage of the proceeding.

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3. Provide one writing sample that you drafted (10 pages or less) for a real estate transaction. The writing sample may be a title opinion, purchase and sale agreement, lease, easement, instrument of conveyance, security instrument or other form of instrument. To comply with the page requirement the writing sample may consist of excerpts and be incomplete.
4. Provide one writing sample that you drafted (10 pages or less) for a real estate related adversary proceeding. A lease or construction matter is preferred. The writing sample may be a pleading such as an original or amended petition, motion for summary judgment or response, or other form of instrument. To comply with the page requirement the writing sample may consist of excerpts and be incomplete.
5. Provide one writing sample that you drafted (10 pages or less) that demonstrates your ability to research and communicate. The writing sample may be an appellate brief or memorandum of law so long as it states the question presented, facts, applicable law and legal conclusion. To comply with the page requirement the writing sample may consist of excerpts and be incomplete.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texas skillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 3505 Attorney V, 27B Military judge, 250X SC- Judge Advocate General Corps, 04 Legal, 4410 Master of La (General), 92J0 Non designated Lawyer or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Incomplete applications will not be considered.

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com. Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

Official transcripts or other minimum requirement validations will be requested at the time of the conditional job offer.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

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Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

Work in Texas Job posting ID: 2947471

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